

## EDITED KSA LISTING

**CLASS: ACCOUNTING ADMINISTRATOR I (SUPERVISOR)**

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*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	Comprehensive understanding of Accounting principles and procedures as it applies to a multi-function governmental entity
<b>K2</b>	General understanding of the budgeting process and the interaction between budgeting and accounting
<b>K3</b>	A thorough understanding of uniform accounting systems, procedures, laws, rules, and regulations within the State of California as related to a financial organization.
<b>K4</b>	<b>Comprehensive understanding of Control agency functions and inter-relationships with a financial organization</b>
<b>K5</b>	General knowledge of sound business management practices, including hiring, training, communication, and personal interaction
<b>K6</b>	General knowledge of Business Law principles as it relates to a governmental entity
<b>K7</b>	<b>Comprehensive understanding of mainframe, sub-systems, and personal computer hardware and software products to provide guidance on selection, maintenance, and implementation of applications</b>
<b>K8</b>	<b>General knowledge of auditing principles as related to governmental financial organization</b>
<b>K9</b>	Comprehensive knowledge of office equipment used within a financial organization
<b>K10</b>	Comprehensive knowledge of safety policy and regulations within a work environment
<b>K11</b>	Thorough knowledge of principles and techniques of personnel management and supervision
<b>K12</b>	Knowledge of personnel management as it relates to the Equal Employment Opportunity program to fulfill the department's objectives

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	<b>Skill to:</b>
<b>S1</b>	<b>Prepare policies, procedures, and memorandum incorporating clear thoughts and ideas through implementation</b>
<b>S2</b>	<b>Prepare spreadsheets to display financial/statistical information for management decisions</b>
<b>S3</b>	<b>Organize various forms of data and prepare appropriate reports for management decisions</b>
<b>S4</b>	<b>Analyze financial/statistical reports to develop appropriate conclusions for management decisions</b>
<b>S5</b>	<b>Research and identify critical items or issues and develop resolutions</b>
<b>S6</b>	<b>Operate office equipment used within a financial organization</b>
<b>S7</b>	<b>Instill and motivate staff to meet and exceed career and upward mobility expectations</b>
<b>S8</b>	<b>Perform all tasks assigned within areas of responsibility to maintain an efficient work flow</b>

	<b>Ability to:</b>
<b>A1</b>	Effectively contribute to the department's Equal Employment Opportunity objectives
<b>A2</b>	Apply accounting principles and procedures to continue the effective operation of the financial organization
<b>A3</b>	Make sound decisions in a demanding work environment
<b>A4</b>	Analyze situations accurately and devise an effective course of action in a financial organization
<b>A5</b>	Prepare clear, complete, and concise reports

Bold text-indicates not on Classification Spec.

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<b>A6</b>	Make sound decisions and recommendations in regard to financial problems associated with the department's budget
<b>A7</b>	Establish and maintain a cooperative work environment with all individuals and agencies
<b>A8</b>	Effectively communicate within a multi-level government organization
<b>A9</b>	<b>Establish and present professional standards and principles to internal and external stakeholders</b>
<b>A10</b>	Plan, organize, review, and coordinate the work of others in a diverse workforce
<b>A11</b>	Supervise a diverse workforce within a team environment toward a common objective
<b>A12</b>	Objectively evaluate the work of others and communicate strengths and weaknesses to develop staff potential